

## **BY-LAWS OF THE MILWAUKEE COUNTY MENTAL HEALTH BOARD**

### **ARTICLE I.**

#### **NAME**

The name of this board shall be the Milwaukee County Mental Health Board.

### **ARTICLE II.**

#### **OBJECT**

The object of this board is to fulfill the duties placed on it by Wisconsin Statutes with a commitment to all of the following: Community-based, person-centered, recovery-oriented, mental health systems; Maximizing comprehensive community-based services; Prioritizing access to community-based services and reducing reliance on institutional and inpatient care; Protecting the personal liberty of individuals experiencing mental illness so that they may be treated in the least restrictive environment to the greatest extent possible; Providing early intervention to minimize the length and depth of psychotic and other mental health episodes; Diverting people experiencing mental illness from the corrections system when appropriate; Maximizing use of mobile crisis units and crisis intervention training; and Attempting to achieve cost savings in the provision of mental health programs and services in Milwaukee County. In addition, the board will assure the quality, safety and effectiveness of acute inpatient services in compliance with Joint Commission Standards and the safety, quality and effectiveness of long term inpatient services in compliance with State and Federal regulations.

### **ARTICLE III.**

#### **MEMBERS**

The members of this board shall be appointed to and removed from office under the express authority of Wisconsin State Statutes 15.195(9) and 51.41(1d) as applicable. Members shall be subject to the Code of Ethics for Public Officials and Employees and the Code of Ethics for Local Government Officials as stated in Wisconsin Statutes, Chapter 19, as applicable. Effective January 1, 2015, this board declares all members shall be subject to the provisions of Wisconsin Statutes 19.59(3)(a) & (e), and 19.59(5) requiring submission of statement of economic interests, disclosure of conflicts, and authority for the soliciting of advisory opinions, public and private, on ethics matters.

### **ARTICLE IV.**

#### **OFFICERS**

From among its voting members, at the first regular meeting of the board in each calendar year, the board shall elect by majority vote a chair, a vice-chair, and a secretary. The chair shall preside at the meetings of the board. The vice-chair shall preside in the absence of the chair. The secretary shall keep an accurate account of actions of the board and may employ the assistance of staff of the Behavioral Health Division ("BHD") to assist in note-taking and transcription. The term of office for each officer shall expire upon election of a successor. Election shall be at the first regular meeting of the board in each calendar year.

In the event of the vacancy of the member elected as chair or incapacity to discharge the office of chair as determined by a 2/3 vote of the board, the vice-chair shall assume the office of chair and serve in that role for the balance of the term for that office.

In the event of the vacancy of the members elected as vice-chair or secretary or incapacity to discharge the office of vice-chair or secretary as determined by a 2/3 vote of the board, the chair shall appoint a voting member to serve in that office for the balance of the term for that office.

#### **ARTICLE V. MEETINGS**

Regular meetings of the board are those which are called by the chair. Special meetings are those which are called for by the chair or a majority of the voting members of the board. Special meetings may take action only on items which are expressly noted in the petition of the voting members calling for the meeting. In the matter of regular and special meetings, the chair shall prepare an agenda for the meeting in consultation with the BHD administrator and, if serving, the transition liaison, and provide for distribution to the members and public in accordance with Wisconsin statutes.

Meetings of the board shall be conducted in accordance with Wisconsin Open Meetings Law.

#### **ARTICLE VI. QUORUM & VOTING**

A quorum of the board shall be a majority of the voting members appointed to the board. A majority of those members present and voting shall be sufficient to adopt or approve actions, unless a different number is expressly required by statute or these by-laws. The method of voting shall be determined by the chair. Voting members may abstain from any vote, and the chair shall include a call for any members to abstain during the conduct of voting.

#### **ARTICLE VII. COMMITTEES**

There is created an Executive Committee of the board consisting of the chair, vice-chair, and secretary of the board. The Executive Committee shall exercise the power of the board between meetings of the board, but such action by the Executive Committee is provisional only and expires at the next meeting of the board, at which time, however, the board may choose to ratify the action of the Executive Committee and may, if the board desires, make the action retroactive to the time of the Executive Committee action. Ratification by the board is subject to any limitation placed on said powers by statute or these by-laws. The chair of the board shall chair the Executive Committee and the secretary shall provide for written minutes to be prepared.

There is created a Finance Committee appointed by the Chairperson. The Committee shall consist of five (5) members who have exposure to the areas of budgets and finance. The purpose of the Committee is to review quarterly financial statements and the divisional budget to make sure resources are spent in accordance with budget targets and the mission of the Division. The Finance Committee shall report on the results of their analysis and any recommendations to the full board. The Committee shall meet quarterly but may meet more often during budget preparation time.

There is created a Quality Committee appointed by the Chairperson. The Committee shall consist of five (5) members for the purpose of assessing or measuring quality of care and implementation of any necessary changes to maintain or improve the quality of care rendered by BHD and its contractors. The Quality Committee shall report on the results of their analysis and any recommendations to the full board. The Committee shall meet quarterly.

The board may create ad-hoc committees to prepare recommendations on matters for the board's consideration. Ad-hoc committees will be charged with specific issues or tasks to address and confine their work to those issues or tasks and shall be discharged upon the final report of the committee to the board. The board chair shall appoint an odd number of voting members of the board to the ad-hoc committee and name the chair and secretary for the committee. Non-voting members of the board may be appointed as non-voting members of the committee. The committee chair shall be responsible for convening and operating the committee as well as delivering the report of the committee to the board. The committee secretary shall prepare minutes of the committee's action and prepare the report of the committee as approved for the board's consideration. No action of an ad-hoc committee shall become the action of the board without an affirmative vote of the board.

## **ARTICLE VIII.**

### **DECLARATIONS OF POLICY**

All declarations of policy adopted by the board shall be codified in these by-laws and derive their function and power from and remain subservient to the authority of Wisconsin Statutes and the by-laws of this organization.

#### **1) EMPLOYEE RELATIONS**

It is the policy of the board that employment within BHD be subject to administrative procedures developed by the administration, which comply with federal and state laws, including Wisconsin's statutory Civil Service system, and that BHD recruit, employ, and retain high-quality professionals delivering quality service for the clients of the county. The administration of BHD is charged with creating a safe and accountable work place.

#### **2) PROCUREMENT**

It is the policy of the board that all procurement operations be conducted through an administrative procedure developed by the administration which shall conform to the American Bar Association's Model Procurement Code (2000).

## **ARTICLE IX.**

### **PARLIAMENTARY AUTHORITY**

The board may adopt procedural rules to govern the conduct of its meetings and committees. Any procedural rule so adopted may be suspended or modified at any time by a majority vote of the board. The rules contained in the current edition of Robert's Rules of Order shall govern the board meetings where the board's procedural rules, these bylaws or the statutes of the State of Wisconsin do not apply or provide guidance. Committee meetings shall be governed by an informal process wherein committee members shall report findings or recommendations to the board for its consideration.

## **ARTICLE X.**

### **AMENDMENT OF BYLAWS**

An amendment to these bylaws may be adopted by a majority vote at any regular meeting of the board providing the amendment has been submitted in writing seven (7) calendar days prior to the next regular meeting.